

**CENTRAL CONNECTICUT STATE UNIVERSITY
EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT TO THE PRESIDENT
OFFICE OF THE PRESIDENT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Office of the President
Job Posting No: #C11-076
Hours: Full time
Closing Date: April 4, 2011

Central Connecticut State University (CCSU) invites applications for the full-time position of ***Administrative Assistant to the President***.

Qualifications: five years of work experience as an administrative assistant; demonstrated ability to maintain confidentiality and make sound decisions and judgments while having consideration for the high visibility and importance of the chief executive; demonstrated ability to operate a complex office, working with multiple priorities and in conformance with established policies; demonstrated ability with Microsoft Office Suite; excellent communication and organizational skills; ability to perform transcription; take minutes at meetings and format and create complex reports.

Application Instructions: For full consideration, applications must be received by **April 4, 2011**. For complete information on qualifications and application process, please visit our website: www.ccsu.edu/page.cfm?p=1703.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.